

# PROTOCOLS for Opening and Closing Church Meetings

## 1. Prescreening:

- a. Prop open front entrance doors and welcome each person. Request each person to *mask* and socially distance during the meeting.
- b. Take *temperature* inside foyer. (Must be 37.4 degrees or lower to be admitted).
- c. Ensure each person has pre-screened on the day of the meeting using screening app.
- d. *Screen* those who have not pre-screened using screening app. (Record name; answer 4 questions; and submit. Only admit those who can answer "no" to all 4 questions.)
- e. Ask person to *sanitize* hands on entering.

## 2. Set-up:

- a. Prop open door to meeting room.
- b. Set chairs at 6' apart.

## 3. Washrooms:

- a. Prop open doors to both washrooms.

## 4. Cleaning:

- a. Wipe all hard surfaces after meeting when closing up room. (Chairs, tables, and doorknobs.)
- b. Clean thermometer, table and hard surfaces at entrance.

## 5. Locking Up:

- a. Set alarm.
- b. Wipe doorknobs on exiting.